

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



EXECUTIVE ASSISTANT 3

SALARY RANGE: \$58,750.83 - \$83,580.93 (Y26)

WORKWEEK: NL (35 Hour)

POSTING PERIOD FROM: August 30, 2017

TO: September 13, 2017

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Property Management
and Construction

Office of Contract Administration
33 West State Street
Trenton, NJ 08625

JOB DESCRIPTION: This position supports the Deputy Director of Contract Administration who is responsible for contract procurement for design, construction and consulting contracts, contract compliance and monitoring, project planning and initiation and contractor/consultant prequalification; assists in the execution of critical contract administration functions including contract award, invoice, and contract change approvals, as well as contract compliance measures; assists in the planning and organizing on contracting matters, reviewing and approving small agency consultant work orders and related policy and procedure development for the Office of Contract Administration; serves as liaison on contract administration matters for the Deputy Director to various divisional units as well as other State departments and agencies on emergent and delegated-authority project waivers and contracts; does other related duties as required.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in program management with the responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Executive Assistant 3)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer